

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 17

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 6-19-2015		2. CONTRACT NO. (If any) EP-S3-15-02		6. SHIP TO:	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE Region 3	
5. ISSUING OFFICE (Address correspondence to) Region III US Environmental Protection Agency Contracts Branch (3PM10) 1650 Arch Street Philadelphia PA 19103-2029				b. STREET ADDRESS US Environmental Protection Agency 1650 Arch Street	
				c. CITY Philadelphia	e. ZIP CODE 19103-2029
7. TO: Andrew Leister				f. SHIP VIA	
a. NAME OF CONTRACTOR WESTON SOLUTIONS, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	
c. STREET ADDRESS 1400 WESTON WAY				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY WEST CHESTER		e. STATE PA	f. ZIP CODE 193801492	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/30/2020
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 044519429 Max Expire Date: 06/30/2020 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$1,767,000.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$1,767,000.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) John Robb TITLE: CONTRACTING/ORDERING OFFICER
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

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DATE OF ORDER

CONTRACT NO.

EP-S3-15-02

ORDER NO.

0001

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region III US Environmental Protection Agency Contracts Branch (3PM10) 1650 Arch Street Philadelphia PA 19103-2029 Period of Performance: 07/01/2015 to 06/30/2020</p> <p>Task Order #01 - Removal Support and Preparedness/Prevention Activities Requisition No: PR-R3-15-00295, PR-R3-15-00296, PR-R3-15-00309, PR-R3-15-00310, PR-R3-15-00311</p> <p>Accounting Info: 15-T-3AS0S-303DC6-2505-C001-153ASD1016-001 BFY: 15 Fund: T Budget Org: 3AS0S Program (PRC): 303DC6 Budget (BOC): 2505 Job #: 03WQWQ00 Cost: C001 DCN - Line ID: 153ASD1016-001 Funded: \$0.00</p> <p>Accounting Info: 15-T-3AS0S-303DC6-2505-C089-153ASD1016-002 BFY: 15 Fund: T Budget Org: 3AS0S Program (PRC): 303DC6 Budget (BOC): 2505 Job #: 03WQWQ00 Cost: C089 DCN - Line ID: 153ASD1016-002 Funded: \$1,500,000.00</p> <p>Accounting Info: 15-T-3AS0C-303D72-2505-C089-153ASM1005-001 BFY: 15 Fund: T Budget Org: 3AS0C Program (PRC): 303D72 Budget (BOC): 2505 Job #: 03WQWQ00 Cost: C089 DCN - Line ID: 153ASM1005-001 Funded: \$80,000.00</p> <p>Accounting Info: 15-T-03W-303DC8-2505-C089-1503WK3006-001 BFY: 15 Fund: T Budget Org: 03W Program (PRC): 303DC8 Budget (BOC): 2505 Job #: 0300BM00 Cost: C089 DCN - Line ID: 1503WK3006-001 Funded: \$50,000.00</p> <p>Accounting Info: 15-H-03W00WC-303D91-2505-1503WK1020-001 BFY: 15 Fund: H Budget Org: 03W00WC Program (PRC): 303D91 Budget (BOC): 2505 Job #: Z300 DCN - Line ID: 1503WK1020-001 Funded: \$12,000.00</p> <p>Accounting Info: 15-HR-03WAXHR-303D91-2505-1503WK1019-001 BFY: 15 Fund: HR Budget Org: 03WAXHR Program (PRC): Continued ...</p>			1 LT	1,767,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

3

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DATE OF ORDER

CONTRACT NO.

EP-S3-15-02

ORDER NO.

0001

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>303D91 Budget (BOC): 2505 Job #: Z300 DCN - Line</p> <p>ID: 1503WK1019-001</p> <p>Funded: \$125,000.00</p> <p>The obligated amount of award: \$1,767,000.00. The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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Task Order #01 - Removal Support and Preparedness/Prevention Activities

1. TECHNICAL DIRECTION DOCUMENTS (TDD)

Site specific work will be assigned under this Task Order via a TDD. The TDD will specify the site, deliverables and due dates in accordance with the requirements of the TDD clause of the contract.

2. ELEMENT OF THE PERFORMANCE WORK STATEMENT COVERED BY THIS TASK ORDER:

Response activities shall support EPA's obligations under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Oil Pollution Act (OPA), Stafford Act, Homeland Security Act of 2002, as well as any future laws or regulations promulgated pertaining to EPA's response obligations.

The contractor shall maintain a 24-hour, seven-days-a-week, year-round response capability to respond to EPA's needs pursuant to the terms of this contract on a regional, backup regional, cross regional, national, and international response (See **Error! Reference source not found.**). All international travel documentation of response personnel is to remain current. To this end, the contractor will provide the following: a list of approved personnel who will perform assigned tasks according to the approved tasking documents; appropriately qualified personnel with the appropriate levels of personal protection equipment (PPE) for each response situation (See **Error! Reference source not found.**); and all necessary equipment, excluding equipment available through EPA-owned equipment, in good working condition and trained staff to operate equipment. Further, the contractor will support the Regional Response Centers (RRC) and Emergency Response Notification System (ERNS) during spills/releases, and periods of multiple emergencies, disasters, and terrorist acts. This includes support for Emergency Operations Centers (EOC) and Disaster Field Offices under the NRF and National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

The contractor shall adhere to the requirements regarding EPA's Background Check and Drug Screening Policy identified in **Error! Reference source not found.**

The contractor shall provide fully trained personnel for all labor provided to implement the Statement of Work. Contractor personnel shall be field-trained and ready to accept all work under the Statement of Work. Contractors who respond to incidents in the field shall maintain Incident Command System (ICS) training in accordance with Federal Emergency Management Agency (FEMA) guidance on ICS levels of training for response personnel. At a minimum, this includes ICS 100 and ICS 200. Independent study (IS) courses for ICS 100, ICS 200 (and ICS 700, and ICS 800) are currently available through the FEMA Emergency Management Institute's Independent Study Program as IS-100.b, IS-200.b, IS-700.a, and IS-800.b.

When determined to be necessary by the EPA Project Officer and Contracting Officer, EPA will allow training for EPA-unique programs, systems, and procedures, such as the Removal Cost Management System (RCMS.) Any such training will be authorized by the Project Officer and

Contracting Officer through the issuance of a technical direction document. No other training will be a direct allowable charge under this contract. At no time shall the contractor provide inexperienced and/or unqualified personnel to staff assignments under this contract.

The contractor shall monitor and oversee response activities, workers, and public safety; be knowledgeable about ICS and assist federal, state and local responding agencies with the implementation of ICS; and adhere to appropriate safety procedures and advise the OSC on health and safety matters.

The contractor shall evaluate cost effective renewable energy sources when conducting work, including activities related to contract administration as well as for site work and technical projects. In accordance with the EPA's Clean and Greener Policy for Contaminated Sites, the contractor shall minimize total energy use and maximize renewable energy use, minimize air pollutants and greenhouse gas emissions, minimize water use and impacts to water resources, reduce, reuse, and recycle materials and waste, and protect and restore the land and ecosystem. Refer to Exhibit H for a partial list of green audit categories (more information can be found on the Green Remediation Website <http://clu.in.org/greenremediation/>).

The contractor shall provide sampling, analytical, field detection/monitoring and Quality Assurance/Quality Control (QA/QC) support, in accordance with applicable methods, procedures and guidelines; document site conditions and compile information and data in a clear and concise manner; conduct data management activities to facilitate documents being readily available for distribution; provide technical advice, findings, facts, recommendations; suggest technical options and review technical submissions, including work plans for EPA and other federal, state and local officials as directed; assist with coordination and communication between federal, state and local responding agencies, and the public; evaluate all feasible renewable energy sources when conducting work and utilize environmentally preferable practices in their course of business (office and field) to the greatest extent practicable; and be proficient in United States Coast Guard (USCG) National Pollution Fund Center (NPFC) Forms. The NPFC forms are found at <http://www.uscg.mil/npfc/forms.asp>.

The contractor shall be available by phone 24-hours-per-day, 7-days-per-week, and 365-days-per-year to initiate a response to an emergency. Contractor personnel shall take calls directly by means of on-call staffing, and shall not use an answering service or other indirect means of communication. Upon receiving a request by phone to respond to an emergency, the contractor shall mobilize the requested personnel, equipment and supplies and arrive at the emergency site within the response times established in the contract according to county of emergency. The contractor shall provide appropriately qualified personnel to respond. For example, if EPA indicates the potential for a Level A response, then the contractor responders must be Level-A trained and experienced. Furthermore, to safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, EPA requires a set of procedures as outlined in Exhibit G, Agency Security Requirements for Contractor Personnel.

1. Emergency Response

The contractor shall assist EPA in helping state and local responders plan for emergencies;

and maintain response capability to respond to discharges or threatened discharges as defined in Subparts D and E of the NCP.

2. Counter Terrorism Response

The contractor shall provide qualified response personnel proficient in sampling and analysis of CBRN threats; provide personnel proficient in operating/monitoring CBRN equipment and technologies; provide CBRN monitoring and testing equipment and supplies; provide appropriate level of PPE and decontamination methods; provide EPA with expert guidance and recommendations on CBRN response equipment, technologies and protocols; assist EPA in coordinating with key federal partners; and assist EPA in training first responders and providing resources in the event of terrorist incident(s). The contractor shall have the ability to access response-related preventive medication in support of an incident for their response personnel.

3. Oil Spill Response

The contractor shall provide technical advice, findings, facts, recommendations, and options to the EPA's Contracting Officer's Representative (COR); provide technical support to EPA to achieve the cleanup or removal of released hazardous substances from the environment; support EPA in responding to the release or threat of release of oil or petroleum products; be familiar with oil containment and recovery techniques for inland and coastal waterways; be familiar with Area Plans/Subarea Plans, including sensitive areas; and oversee proper placement and deployment of containment boom, skimming and recovery operations.

4. Federal Disaster Response

The contractor shall provide technical support to EPA in conjunction with other federal, state or local agencies in the planning and preparedness for natural and man-made disaster response under the NRF or other federally adopted national response plans; provide technical support to EPA in performing Federal Disaster Assistance surveys of damage caused by disasters or assessment of damages to public water or sewage treatment facilities or related environmental problems; and have response personnel trained in EPA CERCLA assessment procedures, which support FEMA mission assignments for EPA disaster response actions.

5. Fund-Lead Removal

The contractor shall provide appropriate technical information that details strategies to mitigate the threat to human health and the environment from hazardous substances; provide EPA with technical support in monitoring on-site activities by federal, state, local agencies, and contractor(s) (e.g. Emergency and Rapid Response (ERRS) contractor(s)); assess green strategies and technologies and implement where practicable; and provide cost oversight during fund lead removal actions, including EPA, OPA, and USCG NPFC funded responses.

6. Potential Responsible Party Responses

The contractor shall be knowledgeable of CERCLA§107, Potentially Responsible Parties (PRP) and Clean Water Act (CWA) (See **Error! Reference source not found.**); provide technical and administrative support to EPA for identification and notification of PRPs related to a release on a site or facility (See **Error! Reference source not found.**); assist in preparing PRP objectives for site cleanup and work requirements (See **Error! Reference source not found.**); and review PRP work plans, monitor work to ensure that the assessment or cleanup activities are performed correctly and in accordance with applicable statute(s), the

NCP, and any other relevant law or regulations. (See **Error! Reference source not found..**)

7. Minor Containment

Minor containment responses require all necessary response actions completed at the site or provide temporary stabilization prior to the mobilization of other responders. A minor containment response usually does not exceed 40 hours per assignment. The minor containment is a result of CERCLA 104(b) activities (pre-removal and investigatory activities) or NCP 300.305 (Phase II activities) for oil spill responses.

The contractor shall contain and stabilize minor releases of oil or hazardous substances, such as leaking containers (55 gallon drums, barrels, and smaller containers), oil discharged to waterways, or spills to soil; be capable of deploying sorbent booms in water bodies, building small dams to interrupt the flow of contaminants; be capable of emergency pumping over packing, hand bailing, or hand excavation; identify and advise EPA that a minor containment will either entirely address/complete the response or will provide necessary short-term stabilization until other responders arrive; and have EPA preapproval for initial minor containment activities and containment activities that exceed 40 hours.

B. Preparedness and Prevention Activities

Preparedness and planning activities involve contingency planning, counter terrorism/domestic preparedness and prevention, chemical emergency preparedness and prevention, risk management planning, voluntary chemical safety review, chemical safety audits, oil spill preparedness and prevention, and continuous release. Generally, the requirements under this section involve non-transportation related facilities that produce, store, process, refine, handle, transfer, distribute, or consume oil or hazardous substances. The contractor shall provide support with audits or inspections to identify and document violations of environmental laws or non-compliance with regulations; and assess physical security conditions for all field activities.

1. Contingency Planning

The contractor shall provide technical support to EPA with reviewing and analyzing federal, state, local and regional response contingency plans regarding applicable laws and regulations. EPA shall approve all final contingency plans developed and/or revised. Contingency plan activities shall meet contingency plan requirements for both government and industry outlined in federal and state statutes. This includes, OPA, NCP, Regional Contingency Plans (RCPs), Area Contingency Plans, and Sub-Area Contingency Plans, and any other contingency plans created by statute, e.g., facility response plan (FRP), Federal Radiological Emergency Response Plans, as well as any other region-specific plans.

2. Counter Terrorism/Domestic Preparedness and Prevention

The contractor shall provide technical support in EPA's counter terrorism planning and response efforts; perform tasks to increase awareness and preparedness among federal, state and local responders of the potential threat posed by nuclear, biological, incendiary, chemical, and explosive terrorism; participate in regional, cross regional, national, and international drills, exercises, and training; assist EPA in the Crisis Management and Consequence Management phases of a terrorist incident response; and develop programs and procedures to prevent and prepare for deliberate releases resulting from terrorist incidents in accordance with the following guidance documents:

- EPA's homeland security priorities are based largely on responsibilities outlined in Homeland Security Presidential Directives (HSPDs) at <http://www.epa.gov/homelandsecurityportal/laws-hspd.htm>. The following have specific EPA tasking:
 - HSPD-5: Management of Domestic Incidents, 2003
 - HSPD-7: Critical Infrastructure Identification, Prioritization, and Protection, December 2003 (HSPD-7 updates Presidential Decision Directive (PDD)-63, Critical Infrastructure Protection from May 1998)
 - HSPD-8: National Preparedness, December 2003
 - HSPD-9: Defense of U.S. Agriculture and Food, January 2004
 - HSPD-10: Biodefense for the 21 Century, April 2004
 - HSPD - 12, Policies for Common Identification Standard for Federal Employees and Contractors, 22 August 2004.
 - HSPD-20: National Continuity Policy, May 2007
- Presidential Decision Directives (PDD) - 39, U.S. Policy Against on Counter terrorism, 21 June 1995.
- PDD - 62, Protection Unconventional Threats to the Homeland and Americans Overseas, 22 May 1998.
- National Security Presidential Directive - 33, Biodefense for the 21st Century, 28 April 2004
- Presidential Policy Directive - 2, Implementation of the National Strategy for Countering Biological Threats, 23 November 2009.
- E.O. – 13527, Establishing Federal Capability for the Timely Provision of Medical Countermeasures Following a Biological Attack, 30 December 2009.
- U.S. Policy on Counter-terrorism, dated June 21, 1995 can be located at (www.fas.org/irp/offdocs/pdd39.htm).
- Title XIV of Public Law 104-201, The Defense Against Weapons of Mass Destruction Act, also known as Nunn-Lugar-Domenici.
- Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188.
- The Homeland Security Act of 2002, signed into law on November 25, 2002 (Pub. L. 107-296) in response to the September 11, 2001 terrorist attacks.
- Other programs, such as the NCP and the NRF.
- EPA 550-F-98-014, "EPA's Role in Counter-Terrorism Activities", dated February 1998, <http://www.epa.gov/osweroe1/docs/chem/ct-fctsh.pdf>.

3. Chemical Emergency Preparedness and Prevention

The contractor shall review Federal, state and local contingency and response plans prepared under the Clean Air Act (CAA), Emergency Planning and Community Right to Know Act (EPCRA), CERCLA, OPA, NRF, and NCP to ensure compliance with the requirements described in "Criteria for Review of Hazardous Material Emergency Plan," dated May 1988 (NRT-1A) (<http://nrt.org/>), and integrated contingency plan guidelines available from the regional office.

4. Risk Management Planning/General Duty Inspections

The contractor shall perform activities in accordance with the guidelines for the Risk Management Program/General Duty Inspection activities required under Section 112(r) of the CAA Amendments of 1990 and 40 CFR Part 68. General information related to Risk Management Programs for Chemical Accident Prevention (40 CFR Part 68) can be found at http://www.epa.gov/emergencies/docs/chem/Toc_final.pdf.

5. Voluntary Chemical Safety Reviews

The contractor shall provide technical support to EPA in the performance of voluntary chemical safety reviews. CERCLA section 104(b) and 104(e) is the primary authority for EPA and its designated representatives to enter a facility and audit its records and operations. The audits are intended to be non-confrontational and positive so that information on safety practices, techniques, and technologies can be identified and shared between EPA and the facility. EPA can also enter a facility and conduct an audit at the invitation or voluntary consent of the facility's management. Chemical Safety Audit (CSA) program information is available in EPA publication 55-F-93-005, March 1993.

6. Accident Investigations

The contractor shall provide technical support with respect to EPA's authority to investigate chemical accidents pursuant to CERCLA Section 104 and CAA Sections 103, 112, 114, and 307; have the capability to arrive on-site within 24 hours of notification by EPA; provide EPA with a summary report describing the accident, root cause determination, and recommendation for prevention; and review safety and accident prevention systems and records of equipment involved in accident(s).

7. Oil Spill Prevention and Preparedness

EPA's Oil Pollution Prevention (OPP) Regulation, 40 CFR §112, requires facilities that are subject to the regulation to prepare and implement a Spill Prevention, Control and Countermeasures (SPCC) Plan. In addition, a facility with the potential to cause substantial harm to the environment by discharging oil, must prepare a facility response plan. For more information on EPA's Oil Spill Prevention Program, see EPA's website at www.epa.gov/oilspill.

a) Spill Prevention, Control and Countermeasures Inspections

The contractor shall provide technical support to EPA for SPCC inspections. The SPCC program applies to non-transportation-related facilities that have a large oil storage capacity and could be reasonably expected to discharge oil into navigable waters of the United States. SPCC regulations require each owner or operator of a regulated facility to prepare an SPCC plan. The plan must address the facility's design, operation, and maintenance procedures established to prevent spills from occurring, as well as countermeasures to control, contain, clean up, and mitigate the effects of an oil spill that could affect navigable waters. EPA regional personnel periodically go on-site to inspect facilities subject to the OPP regulation. The inspections help to ensure oil storage facilities comply with the regulations. On-site inspections also give EPA personnel the opportunity to educate owners and operators about the regulations and methods for ensuring compliance.

b) Facility Response Plans and Inspections

The contractor shall provide technical support to EPA for inspections of “substantial harm facilities” and review of Facility Response Plans. In accordance with the CWA, as amended by OPA, certain facilities that store and use oil are required to prepare and submit plans to respond to a worse case discharge of oil and to a substantial threat of such discharge. EPA has established regulations that define who must prepare and submit facility response plans and what must be included in the plan. EPA also conducts inspections of facilities that are identified as substantial harm facilities.

c) Outreach and Technical Assistance

The contractor shall assist EPA with informing regulated facilities, tribal, state, local agencies and the public about the requirements of OPP regulations at 40 CFR part 112; provide assistance to support regional initiatives when required; and provide outreach support.

8. Continuous Release

The contractor shall provide technical support to EPA for activities involving continuous release. CERCLA section 103(a) requires facilities to immediately notify the federal government whenever a Reportable Quantity (RQ) or more of a CERCLA hazardous substance is released unless the release is permitted. Likewise, Section 304 of EPCRA requires that facilities immediately notify state and local officials whenever a RQ or more of a CERCLA hazardous substance is released. The purpose of this requirement is to notify officials of potentially dangerous releases so that they can evaluate the need for a response action.

See EPA’s website for general information about various types of hazardous substance releases at <http://www.epa.gov/oswer/emergencies.htm>.

SPECIFIC TASKS LIST

This list is not intended to be all inclusive, but it is a historically based list of tasks that support the SOW requirements. For ease of organization, tasks are arranged by the activity where they have typically occurred first, for example, identification of local and elected officials could be performed as either a Response or Assessment activity. Therefore, since Response is the first activity in the SOW the task is listed under Response. This exhibit structure does not preclude using a task in any other contract activity.

The contractor shall support EPA in the following tasks:

A. RESPONSE

1. Identify local and elected officials.
2. Obtain site access documentation from affected parties.
3. Collect and document facts regarding the discharge/release or threat of discharge/release to include its source and cause.
4. Analyze the nature, amount, and location of discharged or released materials.
5. Analyze the probable direction and time of travel of discharged or released materials.

6. Analyze whether the discharge is a worst case discharge, in accordance with Sec. 300.324 of the NCP.
7. Identify the pathways to human and environmental exposure.
8. Analyze the potential risk to human health and the environment posed by the release of hazardous substances, contaminants or pollutants, and discharge of oil.
9. Identify the pathway and nexus to navigable waters.
10. Analyze the potential impact on sensitive areas, natural resources, and property.
11. Develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate, or remove the release or threat of release.
12. Prepare a sampling plan which describes the number, type, and location of samples and the type of analyses.
13. Monitor work of other federal contractors.
14. Coordinate with and assist other federal contractors to be determined by EPA, as required.
15. Recommend waste disposal options.
16. Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
17. Provide site security to prevent unauthorized access of any persons or animals to preserve public safety.
18. Provide site communications, for example, radios, repeaters, commercially available radio systems, telephones, and pagers.
19. Monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation.
20. Identify site characteristics, for example, populations, sensitive environments, site usage, hydrogeological and meteorological conditions, and other pertinent site conditions.
21. Identify pollutant dispersal pathways.
22. Identify the extent of contamination, for example, soil, water, air, groundwater, sediments, and lagoon sludge.
23. Identify and confirm locations of areas of oil deposition/collection.
24. Identify locations optimal for oil recovery.
25. Identify and develop strategies to protect sensitive areas.
26. Monitor for health and safety compliance.
27. Review and recommend health and safety procedures for response activities, such as Occupational Safety and Health Administration (OSHA) levels of protection associated with a site.
28. Develop site specific Health and Safety Plans (HSP) for field activities which comply with OSHA and EPA requirements.
29. Develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data.
30. Conduct both on-site and/or off site environmental sampling activities.
31. Provide analytical services to include the following: Contract Laboratory Program (CLP) (via sample coordinator); non-CLP (including EPA regional laboratory and regional analytical services contracts); field screening; and mobile laboratories
32. Perform air monitoring.
33. Perform analytical data validation.
34. Complete and maintain documentation of all contractor actions and costs.

35. Provide information to federal and state natural resource trustees to assist the trustees in the determination of actual or potential natural resource injuries. Documentation shall provide the following: the source and circumstances of the release; the identity of responsible parties; the response action taken; an accounting of contractor costs incurred in support of EPA response actions; and the impacts and potential impacts to the public health and welfare and the environment
36. Assist in search and rescue efforts.
37. Perform nuclear/biological/chemical sampling and analysis.
38. Decontaminate equipment and personnel. This includes not only the contractor's but also Government-owned and operated equipment that is used exclusively by the Government, as well as any shared equipment.
39. Evaluate appropriate decontamination techniques and recommend procedures for setup and implementation.
40. Provide for emergency transportation services.
41. Acquire specialized transportation during emergencies and time critical events.
42. Provide transportation of emergency equipment via air and/or land support during emergencies and time critical events.
43. Procure office facilities during emergencies and time critical events.
44. Report to and work within the incident command structure.
45. Provide minor containment, transport, and disposal actions (generally not exceeding 40 hours per assignment).
46. Provide temporary stabilization prior to the mobilization of other responders.
47. Coordinate with state and Federal Natural Resource Trustees.
48. Provide cost analysis/information for response alternatives.
49. Document site-specific contractor daily costs incurred for response actions. As requested by the OSC, this task may include generation of 1900-55 or equivalent and backup documentation such as personnel timesheets and receipts.
50. Observe and document federal, state, and private actions taken to conduct a response action.
51. Obtain permits from federal, state, or local agencies, associated with the contractors' response activities.
52. Develop and/or evaluate plans for the remediation of habitats affected by the release of hazardous substances and/or other aspects of site remediation activities. EPA will evaluate recommendations of the contractor and any final plans will be prepared by EPA.
53. The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.
54. The contractor shall maintain EPA's Green Audit Checklist (or equivalent)

B. PREPAREDNESS AND PREVENTION

The contractor shall support EPA in the following tasks:

1. Conduct SPCC and/or FRP inspections and plan reviews and prepare reports to support enforcement case development.

2. Conduct economic benefit analyses and supplemental environmental project cost analyses utilizing EPA's applicable software (BEN and PROJECT) to support enforcement case development.
3. Collect and review available data and background information from a site or facility, and/or from local, state, or other federal agencies and prepare reports to support enforcement case development.
4. Review OPA information request responses and prepare reports to support OPA enforcement case development.
5. Maintain and update with information provided by EPA model enforcement documents.
6. Procure and place EPA prepared public notices in newspapers of general circulation for the purpose of notification of violators as to their status related to a facility, site, or release, after receiving pre-approval from the Task Monitor.
7. Assist EPA in searching and compiling information from databases to identify facilities not in compliance with oil spill prevention regulations or to identify dischargers of oil or Clean Water Act hazardous substances to U.S. waters.
8. Provide technical support activities to include providing information, analyses, options, and recommendations for implementing and maintaining OPA enforcement program currency.
9. Draft updates to the RCPs in accordance with the NCP.
10. Provide technical support in developing draft area contingency plans and/or revising state/local contingency plans. Plans shall incorporate Area Committee comments and changes.
11. Compile a list of response resources.
12. Survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria.
13. Review and analyze response technologies, including innovative and alternative technologies.
14. Design, analyze, and participate in drills and exercises using the appropriate guidelines, such as the National Strike Force Coordinating Center Pollution Response Emergency Preparedness Guidelines.
15. Provide threat assessment, hazard, risk, and vulnerability analyses for spills into the environment.
16. Perform plume modeling for releases into water and air.
17. Provide technical and logistical support in the development of site specific contingency plans for state or local response organizations.
18. Provide information to support websites, as appropriate for storage, or linkage to, contingency plans of other organizations.
19. Support state and local responders in planning for emergencies associated with weapons of mass destruction.
20. Provide logistical support for key federal partners during meetings and/or training exercises.
21. Research and analyze state-of-the-art response technology for application and utilization in a potential or actual terrorist threat or act.
22. Research and analyze available counter-terrorism training.
23. Conduct and participate in counter-terrorism drills, exercises, training, and document lessons learned.

24. Identify, review, and provide technical support to utilize existing preparedness and emergency response management systems and capabilities at the federal, regional, state, tribal, and local levels and offer options for utilization.
25. Provide technical support to the agency Counter-Terrorism Program Coordination Team as it defines and implements EPA's regional counter-terrorism program.
26. Provide technical support to utilize existing preparedness and emergency response program infrastructures and capabilities at the federal, regional, state, tribal, and local levels.
27. Provide preparedness, on-scene coordination, and technical/training expertise to newly created interagency mechanisms focused on counter-terrorism efforts.
28. Provide technical support to evaluate and research state-of-the-art technology, as it relates to the counter-terrorism response activities.
29. Coordinate national response system activities, including drills, which may involve government/private parties and U.S./Mexico and U.S./Canada border cities (if appropriate and authorized).
30. Generate GIS documentation.
31. Generate bilingual documentation.
32. Provide translation services.
33. Conduct outreach activities for regulated facilities, federal, state, tribal, and local agencies, and the public about the requirements associated with the Chemical Emergency Preparedness and Prevention program.
34. Provide training, as authorized by EPCRA, for federal, state, tribal, and local response personnel, such as preparedness exercises, earthquake planning and preparedness, and other contingency plans.
35. Provide technical support/review in support of activities related to FRPs and regional interagency planning committees.
36. Provide technical support to ensure the enforcement of EPCRA.
37. Provide technical support for local, regional, national, and international preparedness planning.
38. Analyze spill history data and provide support in conducting EPCRA inspections for use in EPCRA enforcement case support.
39. Provide technical information directed at the regulated community to regulated facilities, federal, state, tribal, and local agencies, and the public.
40. Conduct reviews of facility Risk Management Plans (RMP) and General Duty Inspection reports to assess compliance and identify deficiencies (e.g., internal inconsistencies in data submitted, potential problems based on facility accident histories, unusual data, and failure to list appropriate hazards under the prevention program).
41. Complete a RMP audit checklist and provide a draft report, referencing violations in regard to the CAA Section 112(r) and 40 CFR Part 68 and options for corrective actions at the facility. EPA will make all determinations regarding violations and corrective actions.
42. Conduct RMP/General Duty field inspections to include an on-site analysis and documentation of processes and storage areas, employee interviews, manager and supervisor interviews, training and maintenance records, operating procedures of engineering processes, and release prevention measures and hazards.
43. Provide safety plans for site visits.

44. Interview facility personnel regarding background information, facility processes, and standard operating procedures. See publication at <http://www.epa.gov/oecaerth/resources/policies/monitoring/caa/caa112r-rmpguide.pdf>
45. Review and document observations and conclusions of on-site facility operations to include the following:
 - employee awareness of chemical and process hazards
 - process characteristics
 - emergency planning and preparedness
 - hazard evaluation and release detection techniques
 - operations and emergency response training
 - facility/corporate management structure
 - preventive maintenance and inspection programs
 - community notification mechanisms and techniques
 - on-site physical security
46. Assist in performing chemical safety audits as defined in EPA 550-K-11-001, "Guidance for Conducting Risk Management Program Inspections Under Clean Air Act Section 112(r)," and compile information and report findings to EPA. (<http://www.epa.gov/oecaerth/resources/policies/monitoring/caa/caa112r-rmpguide.pdf>)
47. Provide the necessary safety and monitoring equipment to ensure safe site visits in conjunction with audits and other activities.
48. Provide safety plans for site visits for the purpose of conducting accident investigations.
49. Investigate and compile information on major chemical accidents to include the following:
 - provide information to document violations of law(s) and recommend actions to correct the violations
 - examine facility records
 - analyze equipment design, drawings, specifications, and records
 - record and analyze the engineering basis for chemical process safety systems
 - document evidence of the cause(s)
 - assess safety and accident prevention systems
 - record the equipment involved in the accident
 - provide options for corrective measures
50. Draft accident investigation reports to include the following:
 - description of the accident
 - description of the response to the accident
 - further planned activities
 - laboratory test results
 - discussion of the probable root cause(s) of and contributing factors to the accident
 - observations and findings

- recommendations for enhancing chemical safety, emergency preparedness, and prevention of chemical accidents, both facility specific and industry wide.
51. Assist in targeting facilities for inspection, which may include gathering prior spill history of the facility; conducting aerial reconnaissance; drive by windshield surveys; and/or interviews of government personnel, industry representatives, and/or private citizens; database searches; or any other acceptable means of obtaining relevant information about regulated facilities.
 52. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112. The inspection shall also include a review and evaluation of the facility's SPCC plan. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an SPCC Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance.
 53. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports should include supporting photographs and a completed SPCC Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
 54. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a facility inspection.
 55. Provide testimony regarding inspection findings during SPCC pre-hearing conferences, during SPCC hearings, and during court actions.
 56. Document cases and provide testimony during hearings and court proceedings for oil spill prevention and release violations.
 57. Conduct amendment inspections when a facility is required to submit its SPCC Plan to EPA for review because of continuing pollution problems (see 40 CFR §112.4). Review the submitted SPCC plan and prepare a report which includes recommendations for amending the SPCC plan to prevent further discharges. EPA will review and make final decisions regarding those recommendations.
 58. Provide storage space for plans submitted by facilities.
 59. Provide support for screening facilities for planning and compliance with OPA. This shall include providing technical support in the determination of a facility's designation as substantial harm or a significant or substantial harm facility (see 40 CFR §112.20).
 60. Review FRPs to verify that all of the response plan elements have been addressed. The contractor shall use a checklist provided by or approved by EPA for reviewing FRPs. This review shall, at a minimum, verify if the plan is in accordance with the NCP; if the plan identifies a qualified individual having full authority to implement removal actions; if the plan identifies and ensures the availability of resources to remove a worst case discharge; if the plan describes training, unannounced drills, and response actions of persons at the facility; if the plan has been updated; and if the plan has been resubmitted for each significant change.
 61. Provide technical support in planning and participating in announced or unannounced inspections, drills, and/or simulations at oil storage facilities. Conduct an on-site

inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112.20. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use a Facility Response Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance.

62. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports shall include supporting photographs and a completed FRP Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
63. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a substantial harm facility inspection.
64. Provide testimony regarding inspection findings during pre-hearing conferences, during hearings, and during court actions.
65. Provide subject matter support for the development of databases to facilitate response plan review and outreach programs.
66. Provide support in communicating with facilities to provide technical assistance and compliance assistance.
67. Participate in community outreach activities such as table top exercises or workshops with industry and community representatives.
68. Prepare fact sheets, brochures, or manuals on a range of subjects related to compliance. EPA must review and approve all fact sheets, brochures, or manuals prior to finalization and distribution to the public and/or regulated community.
69. Provide support in preparing general SPCC, FRP, or specific industry sector mailings.
70. Provide support with obtaining facilities suitable for workshops, meetings, or other appropriate outreach activities.
71. Provide support with regional community outreach activities.
72. Analyze facility reports.
73. Develop summary reports of evaluated facilities.
74. Perform facility inspections to verify accuracy of facility evaluation reports.
75. Monitor reporting of continuous releases.
76. Communicate with facilities to provide technical assistance and compliance assistance.
77. Preparing publications relating to compliance such as fact sheets, brochures, or manuals. (EPA must review and approve all publications prior to finalization and distribution to the public or regulated community).
78. The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.